HRMS End User Training Course Descriptions

HRMS Basics and Reporting

This is a 4 hour course that gives the end user an overview of HRMS functionality, navigation, accessing and manipulating reports, and a demonstration of the on-line help capabilities.

This class is a requirement for all end users and should be attended prior to attending any functional training course.

Organizational Management

This is a 1½ day course that teaches end users how to create and maintain the organizational units and positions within the agency's organizational structure.

This class is required for end users assigned to the following roles:
- Organizational Management Processor

Employee Hiring and Processing

This is a 2 day course that teaches Human Resource (HR) end users how to create and maintain HR master data in HRMS such as New Hire, Rehire, Appointment Changes, Concurrent Employment, Separation, Paid and Unpaid Leave of Absence, Return From Leave of Absence and Change of Status, Display and Maintain employee master data, extended Personnel Administration Scenarios, and Personnel Administration Reporting.

This class is required for end users assigned to the following roles:
- Personnel Administration Processor

Maintain Payroll Master Data

This is a 2 day course that teaches Payroll end users how to create and maintain Payroll master data such as New Hire, Rehire, Appointment Changes, Benefits, Quotas, Shared Leave and associated Payroll reports.

This class is required for end users assigned to the following roles:
- Payroll Processor
- Benefits Processor
- Leave Corrections Processor

HR
WSD Personnel

Garnishments
This is a 4 hour course that teaches end users how to create, adjust and release garnishments on employee wages.

This class is required for end users assigned to the following roles:
- Garnishment Administrator

Personnel Time Recording
This is a 1 day course that teaches end users how to enter time in HRMS. Using the Cross Application Time Sheet (CATS), end users will be able to enter Wage Types, Absence Types and change Labor Distributions (cost centers) for hourly and salaried employees.

This class is required for end users assigned to the following roles:
- Time & Attendance Processor

HRMS Payroll and Reports (formerly Agency Payroll Processing)
This is a 2 day course that teaches end users how an agency prepares and processes payroll in HRMS. This course includes all of the steps in completing a payroll run and associated payroll reports.

This class is required for end users assigned to the following roles:
- Payroll Analyst

Financial Reporting
This is a 4 hour course that teaches end users how to access financial reports in the Business Warehouse including how to run, format and organize R/3 reports in HRMS.

This class is required for end users assigned to the following roles:
- Financial Reporting Processor

Small Agency Payroll Processing
This is a 2 day course that teaches end users in small agencies how to prepare and process personnel and payroll transactions in HRMS.

This class is required for end users assigned to the following roles:
- Payroll Analyst